



Job Loss Analysis

Control No: 2000154

Status: Closed

Original Date: 23/Oct/2009

Organization: Global Downstream

JLA Type: Global Mfg – Pascagoula Refinery

Work Type: Pascagoula Refinery – Technical (Process Engineering)

Work Activity: Sample Shipping

Personal Protective Equipment (PPE)	Selected	Comments

Reviewers

Reviewer Name(suggested reviewers)	Position	Date Approved
Kenny Ready	Process Engineering Mgr.	11/11/2010

Development Team

Development Team Member Name	Primary Contact	Position
Grubb, Richard K. (GRUB)	Y	Lead Process Engineer

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	Pre-planning	<ol style="list-style-type: none"> 1. Collecting samples that provide no benefit. 2. Attempting to ship samples that don't meet requirements. 3. Inconveniencing others with poorly planned actions. 	<ol style="list-style-type: none"> 1a. Evaluate whether the sample is beneficial and necessary. Decide what you are going to do with the results when you receive them. 1b. Determine what other data needs to be collected to make this analysis useful. 2a. Contact the lab to communicate requirements ahead of time and determine if there are special considerations for this sample. 2b. Determine what type of sample container is to be used. 3a. Determine if the sample will become routine and fill-out a lab MOC if it is. 3b. Determine if special procedures or sample preparation are required for this sample.

2	Destination Planning	1. Sample delivered in manner that doesn't allow for proper analysis due to delays or condition.	1a. Contact sample destination for address and name of person responsible for receiving the sample. 1b. Determine if the receiving lab has any special considerations that are necessary, such as packaging, refrigeration, hazards, light sensitivity, etc 1c. Determine if the expected arrival timing is acceptable for the receiving party. (For example: chilled samples need to arrive when the analysis lab is open with enough time available to run the samples.)
3	Arranging Documentation	1. Shipping delays due improper shipping paperwork.	1a. Obtain the proper charge code. 1b. Obtain an MSDS for the sample. 1c. Fill out a "Sample Shipment" form – KR-199. 1d. Arrange to have a "Sample Tag" printed.
4	Sample Collection	1. Samples not collected in a manner conducive to shipping. 2. Samples not transported or stored properly for shipment or analysis. 3. Sample analysis obtained without supporting data to provide meaningful results.	1a. Consult Operations and address all concerns regarding sample collection procedure (PPE, proper sample point and equipment, sample properties, etc.). 1b. Arrange for operations to have the proper sample containers. 2a. Determine how the samples will be transported to the lab. (Samples should not be transported in the cab of vehicles or in enclosed trunks) 2b. Determine and verify if a vapor space is needed or not for the sample being collected. 3. Collect necessary supplemental data that will make the results useful.
5	Shipping drum size samples	1. Drum samples not collected due to poor planning. 2. Drums not shipped due to not meeting shipping guidelines.	1a. Pre-order drums and determine if special (no soldier) drums are required (samples collected hot can melt soldier). 1b. Ensure a valid sampling collection system exist or make arrangements to have one assembled. 1c. Ensure personnel are available to collect the samples with the proper safety guidelines in place (may have to arrange for overtime). 1d. Arrange for a forklift and forklift driver. 2a. Obtain and fill-out drum labels. 2b. Arrange for a method to clean the outside of the drums after the samples have been collected. 2c. Arrange for a storage area in the warehouse for the drums to be shipped. 2d. Arrange with the lab to organize

			the shipment of the drums.
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Recycle Comments

Quality Reviews

Field Verification & Validation